

12 May 1953

PERSONNEL DIRECTOR MEMORANDUM NO. 32-53

SUBJECT: Notifying Employees of Medical Disqualification

1. In the event an employee is found to be medically disqualified for Agency employment, the following procedures will be used to notify the individual concerned of his disqualification:

a. The Transactions and Records Branch responsible for processing actions of the employee concerned will notify the appropriate Personnel Relations Branch immediately upon receipt of information indicating medical disqualification.

b. The Personnel Relations Branch concerned will then advise the employee of his disqualification for medical reasons. Personnel Relations Officers will make no further attempt to explain non-acceptance by the Agency of the employee's services. If, however, the individual specifically requests further information relating to his failure to meet medical standards, an appointment will be arranged by the Personnel Relations Branch with the Medical Office to have professionally qualified personnel discuss with the employee the reasons for his medical disqualification.

25X1A

2. The above steps will be taken prior to processing a separation action for the employee concerned.

  
GEORGE W. MELOON  
Personnel Director

*Review  
dated 31 Jul 53  
(following)*

*See also  
OSM 6853  
8/27/53*

RESTRICTED  
Security Information